

**Kentucky Department for Libraries and Archives  
Public Records Division  
Archival Services Branch**

**Duplication Policy**

This policy governs the duplication of original records and allows the Public Records Division of the Kentucky Department for Libraries and Archives to more effectively serve its customers.

Revenue from photocopying is applied towards the maintenance and purchase of duplication equipment.

- All photocopying of original records must be done by staff.
- Photocopying of original records is limited to 25 copies per day, per customer. This allows staff to remain available for assistance to other customers in the Research Room.
- Copies in excess of 25 pages will be routed to the Archives Center for processing, and mailed to the customer with a billing invoice within three weeks. A deposit will be required for copy requests of over 50 pages. Staff may recommend reproducing records in an alternate format for high-volume requests.
- Request photocopies of original records no later than 3:30.
- Copy quality depends on the condition and legibility of the original records. Staff cannot copy records which are too fragile or otherwise unsuited for photocopying. Oversized documents (larger than 11x17) will be copied in sections.
- Personal duplication devices (including but not limited to digital, film and video cameras and scanners) are not permitted without prior approval.
- Duplication of photographs will be decided on a case-by-case basis. Customers are advised to contact the photo archivist at (502) 564-8300, ext. 202 and schedule an appointment prior to visiting the Research Room.
- Customers assume the responsibility for complying with copyright restrictions governing use of requested items. (See U.S. Code, Title 17).

Archives Research Room  
Kentucky Dept. for Libraries & Archives  
P.O. Box 537, 300 Coffee Tree Road  
Frankfort, KY 40602  
(502) 564-8300  
<http://kdla.ky.gov>



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